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Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Officer

DATE: 19 April 1950

FROM : Administrative Officer, OCD

SUBJECT: Suggestion for Consideration by the Committee on Awards for Meritorious Suggestions.

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1. [REDACTED] GS-7, Head, Publications Review Section, Cataloging Branch, CIA Library, OCD, has submitted the attached employee suggestion in behalf of the members of her staff.
2. The suggested procedure, a result of collaboration of all the members of the Publications Review Section, was put into operation in March 1950. Records of the section show that sixty man-hours, were saved during the first ten working days of April, as a result of the new procedure.
3. This suggestion is forwarded for consideration by the Committee on Awards for Meritorious Suggestions, in accordance with Administrative Instruction 20-22, dated 27 July 1949.
4. This Office has been informed by [REDACTED] of the Management Staff that a new Administrative Instruction on Awards for Meritorious Suggestions will permit the submission of suggestions by groups of employees as well as by individuals.

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1 Encl: Memo dated 15 Mar. '50

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TO : Chief, Cataloging Branch, CIA Library
Management Office, OCD

FROM : Publications Review Section, CIA Library

SUBJECT: Suggested Change in Procedure of Publications Review Section

DATE: March 15, 1950

1. In accordance with [REDACTED] the members of the Publications Review Section, Cataloging Branch, CIA Library, wish to present for your review the following suggestions regarding the work procedure of this Section:

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- a. That no clippings be folded before they are distributed by this Section.
- b. That a continuation be stapled to the first column of an article.
- c. That clippings for the area Divisions of ORE be placed in the desk boxes of the persons in the Publications Review Section who are responsible for coordinating the news services of the N.Y. Times, N.Y. Herald Tribune and Washington Post for specific areas.
- d. That each person responsible for collecting clippings for a given area make an envelope addressed to the Information Control Officer of that area.
- e. That all clippings for categories other than areas be placed in one desk box. That the person who is Security Officer for the week be responsible for sorting the clippings for these categories and addressing envelopes for them.
- f. That clippings for the CIA category be dealt with in the same fashion as other clippings for non-area categories.

2. The following procedure was previously in effect in the Publications Review Section:

- a. All clippings were folded to fit the top surface of a 2" x 5" tab.
- b. A continuation was fastened with scotch tape to the first column of an article.
- c. With the exception of the 9:30 and 11:00 a.m. deadlines, all clippings were stuffed into small compartments in three desk-size boxes.

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- d. At 2:00 and 4:00 p.m. the Security Officer for the week removed the clippings from the small compartments, addressed all envelopes and stuffed all envelopes with their proper clippings.
 - e. All clippings for the CIA category were carefully fastened with scotch tape to legal-size paper at the head of which the name and date of issue of the publication were typed.
3. The new procedure set forth in step one (above) effects the following economies:
- a. It saves 8 man-hours per day, or the full time of one employee of the Publications Review Section. This is a saving of \$3005 per year — an average of the current salaries of the members of the Section, excluding that of the Chief of the Section.
 - b. It must save a total of 4 man-hours per day among the recipients as they formerly had to unfold all clippings. This would be an additional saving to the Agency of at least \$1500.
 - c. The time saved by stapling rather than scotch-taping continuations and by using the same procedure for clippings for the CIA category as is followed for other non-area categories, is approximately 3 man-hours per day. This amounts to a saving of approximately \$1070 per year.
 - d. Thus the total saving to the Agency resulting from the new procedures initiated and followed by the Publications Review Section is approximately \$5575 per year.
4. This memorandum is submitted by the Publications Review Section as a whole, rather than by one individual, because all members of the Section contributed ideas to the change in procedure.

Respectfully submitted,


Publications Review Section

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